

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

NOTICE 03-19

ISSUE DATE: 09/16/2003
DISPOSAL DATE: 03/31/2004

RE: COMMUNITY
REINVESTMENT FUNDS -
REVISED AMOUNTS
BASED ON 2003-2005
BIENNIAL BUDGET
ENACTMENT

To: W-2 Agency Directors
Columbia County Human Services Department
Jackson County Department of Health and Human Services
Langlade County Department of Social Services

From: Bettie A. Rodgers /s/
Division Administrator

PURPOSE AND BACKGROUND

This memo updates Community Reinvestment (CR) Program information regarding that was previously communicated in Administrator's Memo 02-06 (2/21/2002) and provides directions to Wisconsin Works (W-2) agencies regarding filing CR plan modifications to reflect the reduced amount of CR funding available.

The amount of Community Reinvestment funding awarded under the 2000-2001 Wisconsin Works (W-2) and Related Programs Implementation Contract (2000-2001 W-2 Contract) and issued in the 2002-2003 W-2 and Related Programs Contract (2002-2003 W-2 Contract) has been reduced by \$1.99 million as a result of enactment of the 2003-2005 biennial budget, 2003 Wisconsin Act 33.

The CR reduction along with other Temporary Assistance for Needy Families (TANF) program funding adjustments was made in an effort to bring the programs funded by TANF, with an estimated annual structural deficit of \$94 million, into balance while maintaining sufficient benefit funding for W-2 participants and maintaining funding for services that support low income families.

The attached spreadsheet lays out the reduced amounts that are available for expenditure through December 31, 2003.

CONTRACTING PROCESS

Amendments will be prepared in accordance with each W-2 agency's request for the use of its remaining CR funding, instead of the usual issuance of fifteen percent (15%) administration and eighty-five percent (85%) program. The amount available for administration may not exceed fifteen percent (15%) of the total reported CR expenses for the contract period. Additionally, through the use of a new CR profile/line code, W-2 agencies may request that their remaining CR funding be used to cover W-2 benefit payments. Further details on contract adjustments will be communicated by the Department through its Contract Managers. Agencies will be reimbursed for their CR expenditures up to the amount available on the adjusted profiles/line codes.

CR PLAN MODIFICATION SUBMITTAL

W-2 agencies with approved CR plans for projects must review those projects and determine if a plan modification is required because of the reduced CR amount. Plan modifications must be submitted to regional office staff by October 1, 2003.

W-2 agencies whose CR plans are only for W-2 Contract supplementation do not have to file plan modifications.

W-2 agencies who are modifying their CR plans because of the reduced CR amount may need to outline changes to their previously approved plan in the following areas:

- A description of the service to be provided;
- Details on who will receive the service (including income eligibility);
- Details on who will provide the service;
- Details on when the service will be provided;
- An estimated budget for each project (including personnel costs, equipment, supplies, and other specific budget items);
- A description of how an agency will coordinate with other programs such as Workforce Attachment and Advancement (WAA), Welfare to Work (WtW), Community Youth Grants (CYG), Literacy, or Alcohol and Other Drug Abuse (AODA) services;
- Any CR Plan that proposes services to existing W-2 participants must describe how the proposed services expand or enhance those services included in the agency's approved W-2 Plan.

The Contract Manager will determine whether a CR Plan modification meets the criteria and forward the approval to the W-2 agency.

CR AS A SUPPLEMENT TO THE 2002-03 W-2 CONTRACT

Agencies that plan to use their modified CR funding to supplement the 2002-03 W-2 Contract do not need to address the project approval guidelines above. Specific details on making CR funding available for W-2 benefits will be provided by the Department's Contract Managers. There is a place on the CR Plan form to indicate whether an agency is choosing this option.

REGIONAL OFFICE CONTACT: Area Administrator/Contract Manager

Attachments: Revised Community Reinvestment Allocation Chart